

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the major duties of which include managing the department operations, and assisting the Fire Chief with the planning and administration for the department. The Assistant Fire Chief provides for employee supervision, training, public relations, fire prevention activities, the management of departmental records, and the maintenance and repair of departmental property and equipment. The employee of this class performs the duties of incident commander at the emergency scene until relieved by the Fire Chief. The Assistant Fire Chief is responsible for overseeing the operations of the department in the absence of the Fire Chief, and performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the department in the absence of the Fire Chief. Participates in the research and planning for programs and activities of the department. Conducts inspections of and observes department operations. Keeps informed on modern fire fighting methods and administrative practices.

Supervises department employees by assigning work schedules and work and duty areas. Oversees and evaluates work performance of subordinate employees. Discusses work performance with subordinate employees. Resolves employee complaints and grievances, counsels employees experiencing work problems, and maintains discipline. Provides assistance to subordinates in technical areas of work. Investigates complaints against department personnel, and formulates recommendations for action to be taken.

Directs and supervises the activities of subordinate employees at the scene of an emergency, including size-up; rescue; forcible entry; fire extinguishment; ventilation; salvage and overhaul; protection of exposures; pump operations; and hazardous materials. Takes charge of all safety procedures, and provides for the needs of emergency scene personnel. Coordinates the work of fire fighting and law enforcement personnel.

Provides for the maintenance of all department records, records of activity, inventory records, or any other records which may be required. Personally completes any forms and records assigned,

including payroll records and fire reports. Compiles and organizes data and submits written reports.

Answers questions for the public about the operation of the department or other related areas of emergency services. Writes letters in answer to written or oral requests addressed to the fire department or needed to handle problems or to address other needs of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to the public. Coordinates special projects related to public relations or the image of the fire department. Acts as a consultant for volunteer fire departments in surrounding areas.

Enforces fire prevention codes, personally inspects and directs inspections of buildings. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the scene of a suspected arson fire to preserve evidence. Assists arson investigation personnel who may take charge of the fire investigation.

Provides for regular employee training, and personally trains personnel in fire suppression and rescue; fire prevention, inspection and investigation; safety; and the use of tools, equipment, and apparatus.

Supervises the general care and maintenance of equipment, property and supplies. Directs the testing of equipment to see that it meets applicable standards. Recommends equipment purchases for the department.

Performs any fire related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain with at least two (2) years in that class immediately preceding closing date for application to the board.